



# TOWN OF FAIRFAX

## STAFF REPORT

### August 3, 2016

**TO:** Mayor and Town Council

**FROM:** Jim Moore, Director of Planning & Building Services *GM*

**SUBJECT:** Adoption of a resolution establishing the methodology for the traffic study required for a Traffic Impact Permit for a 54-unit senior housing project located at 2626 Sir Francis Drake Boulevard

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#### RECOMMENDATION

1. Conduct public hearing
2. Adopt resolution establishing the methodology for the Traffic Impact Permit.

#### DISCUSSION

On June 16, 2016 the Department of Planning & Building Services received an application from Resources for Community Development (RCD) to develop 54 units of housing for low and very low income seniors (including an on-site manager's apartment). One of the several permits that will be required for this project is a Traffic Impact Permit (TIP), per Town Zoning Code Chapter 17.056. Since the project will generate more than 100 average daily trips and it is proposed to have a floor area over 5,000 square feet, it triggers the TIP requirement. The TIP process requires that the methodology to be used in the traffic study shall be set forth in a resolution of the Town Council.

Attached to the resolution is the letter from Mr. David Parisi, Parisi Transportation Consulting, recommending the methodology to be used in conducting the traffic study for the TIP. As clarification, the Council is NOT approving the TIP nor granting any approvals for the project. The TIP will require approval of both the Planning Commission and Town Council when the traffic study has been completed. We would anticipate the TIP going to Planning Commission and Town Council for consideration, along with the other required project approvals (e.g., CEQA, design review, rezoning), sometime in the Fall.

#### FISCAL IMPACT

None. The traffic study is paid for by the applicant.

#### ATTACHMENT

Resolution

RESOLUTION 16-\_\_

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
ESTABLISHING A METHODOLOGY FOR PREPARING A TRAFFIC IMPACT STUDY FOR A  
54-UNIT SENIOR HOUSING PROJECT, VICTORY VILLAGE, LOCATED AT  
2626 SIR FRANCIS DRAKE BOULEVARD TOWN OF FAIRFAX, CALIFORNIA**

**WHEREAS**, the Town of Fairfax Municipal Code Section 17.056.050 requires a Traffic Impact Permit for projects that generate over 100 new average daily trips or are greater than 5,000 square feet in floor area; and

**WHEREAS**, the Town of Fairfax Municipal Code Section 17.056.070 (F) requires that the Town Council approve the methodology for preparing a Traffic Study required for the Traffic Impact Permit; and

**WHEREAS**, Resources for Community Development ("Applicant") proposes to construct and operate a 54-unit senior housing facility, Victory Village, on the property at 2626 Sir Francis Drake Boulevard, Fairfax ("Project") which requires a Traffic Impact Permit; and

**WHEREAS**, the Town's Traffic Consultant, Parisi Transportation Consulting, will conduct the traffic study in conjunction with environmental review documents mandated by the California Environmental Quality Act per § 17.056.070 (A);

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Town Council of the Town of Fairfax that the methodology for assessing the traffic impact of the Project is established as described in the Parisi Transportation Consulting Letter dated July 28, 2016, attached hereto as "Exhibit A."

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 3rd day of August 2016, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Renée Goddard, Mayor

Attest: \_\_\_\_\_  
Michele Gardner, Town Clerk

**ATTACHMENT**   1

July 28, 2016

James M. Moore  
Director of Planning & Building Services  
Town of Fairfax  
142 Bolinas Road  
Fairfax, CA 94930

**Subject: Victory Village Traffic Impact Permit Study Methodology**

Dear Mr. Moore:

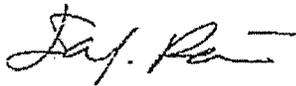
Pursuant to your request, Parisi Transportation Consulting recommends the following methodology be used in the preparation of the traffic impact permit study for the proposed Victory Village project:

- Vehicular trip generation analysis of existing and proposed conditions for weekday daily, AM peak hour, and PM peak hour, as well as weekend peak hour.
- Intersection level-of-service assessments for weekday AM and PM peak hours at Sir Francis Drake Boulevard's intersections with Mitchell Drive/Alhambra Circle and Claus Drive.
- Assessment of driveway conditions at Mitchell Drive (e.g., vehicle turning needs, sight distance, etc.), and at the alternative driveway location.
- All analysis shall be conducted for existing, existing plus project, cumulative, and cumulative plus project conditions, assuming General Plan traffic levels.

Please let me know if you have any questions.

Sincerely,

PARISI TRANSPORTATION CONSULTING



David Parisi, PE, TE  
Principal